

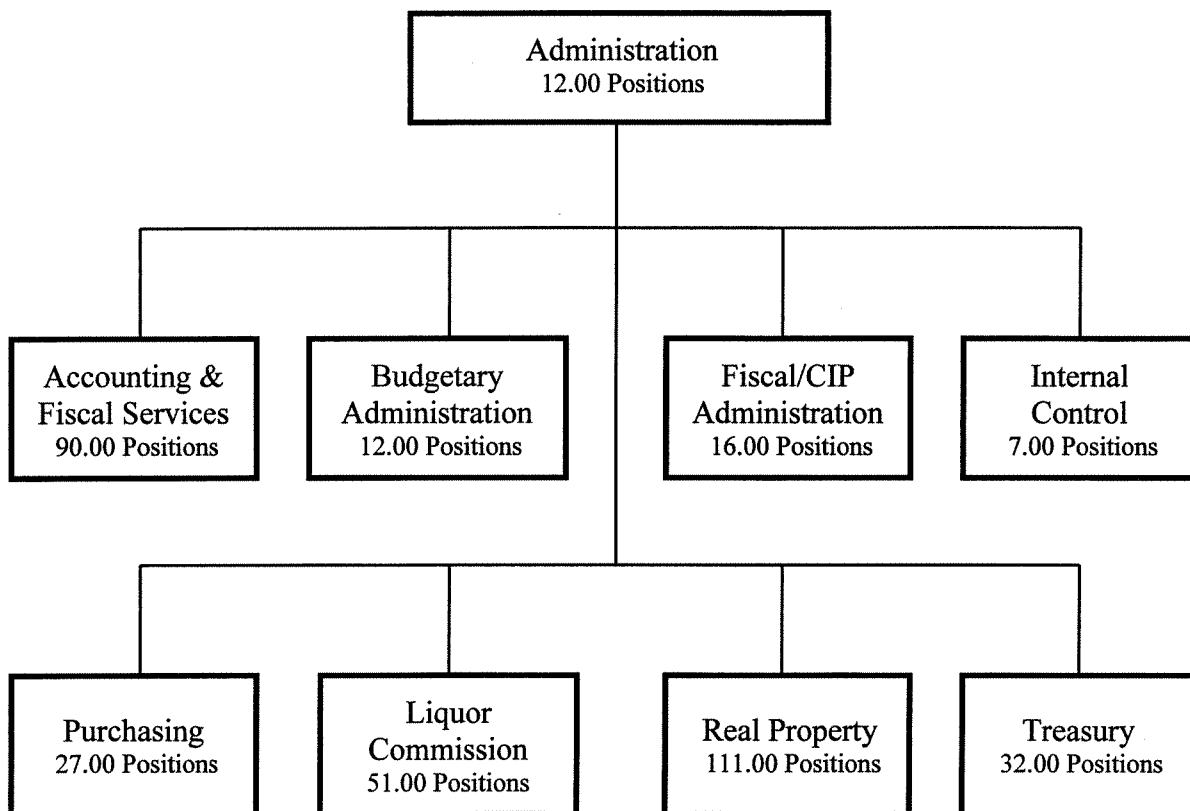
Departmental Budgets

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Department of Budget and Fiscal Services

DEPARTMENT OF BUDGET AND FISCAL SERVICES (BFS) ORGANIZATION CHART

This chart reflects the number of full-time equivalent positions appropriated in Fiscal Year 2003.



DEPARTMENT OF BUDGET AND FISCAL SERVICES (BFS)

RESPONSIBILITIES

The Department of Budget and Fiscal Services is the City's central financial agency. It is responsible for all aspects of the City's finances, including billing, collection, keeping accurate and complete account of receipts and disbursements, management of the City's treasury and funds, and preparation and maintenance of a perpetual inventory of all lands and equipment owned or controlled by the City.

It provides long-range financial planning, prepares and manages the City's operating and capital program and budget, provides information pertaining to the financial affairs of the City, reviews the manner in which public funds are received and expended and reports to the Mayor on the integrity with which public funds are accounted for and on the financial responsibility of officers and employees administering public funds.

It provides an assessment of all real property in the City, sells real property upon which improvement assessments are not paid within the period prescribed, and disposes of personal property not needed by any City agency, pursuant to policies established by the City Council. It also rents or leases City property (except property controlled by the Board of Water Supply), and awards concessions, pursuant to law and to policies established by the City Council. It purchases materials, supplies and equipment and contracts for services of independent contractors for all City agencies.

It prepares the City's payrolls and pension rolls and administers the City's Risk Management Program. It also administratively supports the Liquor Commission, two Boards of Review, the Board of Trustees of the Police Officers, Fire Fighters and Bandmembers Pension Fund, and the Pension Board of the City and County of Honolulu.

MISSION STATEMENT

Public service with fiscal integrity.

GOALS AND OBJECTIVES

1. To ensure adequate funding for City services to meet its residents' needs.
 - a) To assess and improve the productivity and cost effectiveness of City operations.
 - b) To assess and improve the operations of the department to optimize resource allocations.
2. Increase departmental efficiency by utilizing compatible technology and revising current processing procedures and policies.
3. Provide user-friendly services to the public by re-directing personnel and resources.
4. Enhance employee proficiency by providing applicable and appropriate training.

BUDGET INITIATIVES AND HIGHLIGHTS

The fiscal year 2004 operating budget totals \$16,743,643, which reflects a 0.2 percent decrease from the current fiscal year. This decrease is primarily due to decreased funding for vacant positions.

DEPARTMENT OF BUDGET AND FISCAL SERVICES

Continued...

PERFORMANCE MEASURES

DESCRIPTION	UNIT	ACTUAL	ESTIMATED	
		FY 2002	FY 2003	FY 2004
Real Property Taxes Collected to Total Amount Billed	%	98.6%	98.8%	98.8%
Improvement District Assessments Collected to Total Amount Billed	%	97.2%	98.0%	98.0%
Refuse Services Charges Collected to Total Amount Billed	%	98.3%	99.0%	99.0%
Delinquent Receivables Collected	%	65.0%	70.0%	70.0%
Average Rate of Return on City-Controlled Funds	%	2.89%	1.70%	1.30%
Average Processing Time of Land Ownership Document from Recording Date	WEEKS	6	5	5

FISCAL SUSTAINABILITY PLAN

Target Year

Goal 1: Advance Departmental Self-Sustainability

Initiative 1: Improve Real Property Assessment Process

- | | | |
|-----|--|---------|
| (a) | Establish procedures and dedicate resources to access current building permit data in order to generate revenues based on enhanced valuations. Goals: \$6.3 million in FY 2005; \$2.8 million annually thereafter. | FY 2003 |
| (b) | Accelerate appeals process to complete Board of Review by 6/30 of each fiscal year to avoid placement of reserve in litigated fund. | FY 2003 |

Goal 2: Clarify State statutes to enable market financial transactions such as interest rate swaps to achieve finance savings by accessing more favorable interest rates.

Goal 3: Maximize Operational Efficiency

Initiative 1: Utilize Purchasing Card for Certain City Purchases.

- | | | |
|-----|---|-----------|
| (a) | Conduct cost-benefit analysis of using Purchasing Card. | Completed |
| (b) | Issue RFP and award contract. | FY 2003 |
| (c) | Establish internal guidelines and procedures. | FY 2004 |
| (d) | Implementation by 50% of City agencies. | FY 2004 |
| (e) | Implementation by 100% of City agencies. | FY 2005 |

DEPARTMENT OF BUDGET AND FISCAL SERVICES
Continued...

	<u>Target Year</u>
Initiative 2: Develop Plan for Electronic Purchasing.	FY 2004
Initiative 3: Monitor Energy Consumption and Reduce Cost.	
(a) Conduct audit of City's electricity usage with goal of achieving energy cost reductions.	FY 2003/2004

DEPARTMENT OF BUDGET AND FISCAL SERVICES

DEPARTMENT POSITIONS

	ACTUAL FY 2002	BUDGET FY 2003	PROPOSED FISCAL YEAR 2004		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
Permanent Positions	345.00	353.00	351.00	0.00	351.00
Temporary Positions	4.00	0.00	0.00	0.00	0.00
Contract Positions	4.00	5.00	4.25	0.00	4.25
TOTAL	353.00	358.00	355.25	0.00	355.25

EXPENDITURES BY APPROPRIATION UNIT

	ACTUAL FY 2002	BUDGET FY 2003	PROPOSED FISCAL YEAR 2004		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
Administration	\$ 638,442	\$ 643,757	\$ 617,970	\$ 0	\$ 617,970
Accounting & Fiscal Services	3,744,281	3,993,558	4,005,780	0	4,005,780
Internal Control	362,093	375,480	345,012	0	345,012
Purchasing & General Services	1,153,096	1,340,881	1,363,497	0	1,363,497
Treasury	1,469,021	1,672,666	1,587,530	0	1,587,530
Real Property	3,858,184	4,195,564	4,188,291	0	4,188,291
Liquor Commission	2,313,153	2,750,242	2,761,744	0	2,761,744
Budgetary Administration	681,042	695,566	695,006	0	695,006
Fiscal/CIP Administration	770,510	1,114,417	1,178,813	0	1,178,813
TOTAL	\$ 14,989,822	\$ 16,782,131	\$ 16,743,643	\$ 0	\$ 16,743,643

CHARACTER OF EXPENDITURES

	ACTUAL FY 2002	BUDGET FY 2003	PROPOSED FISCAL YEAR 2004		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
Salaries and Wages	\$ 12,961,957	\$ 14,395,849	\$ 14,320,242	\$ 0	\$ 14,320,242
Current Expenses	1,953,121	2,310,082	2,338,201	0	2,338,201
Equipment	74,744	76,200	85,200	0	85,200
TOTAL	\$ 14,989,822	\$ 16,782,131	\$ 16,743,643	\$ 0	\$ 16,743,643

SOURCE OF FUNDS

	ACTUAL FY 2002	BUDGET FY 2003	PROPOSED FISCAL YEAR 2004		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
General Fund	\$ 11,676,446	\$ 12,488,989	\$ 12,392,333	\$ 0	\$ 12,392,333
Sewer Fund	199,112	232,483	220,882	0	220,882
Refuse Genl Operating Acct -SWSF	3,600	4,800	42,964	0	42,964
Community Development Fund	348,834	717,257	725,929	0	725,929
Special Events Fund	110,346	111,362	93,780	0	93,780
Federal Grants Fund	231,244	336,112	355,543	0	355,543
Housing & Comm Dev Sec 8 Fund	107,087	140,886	150,468	0	150,468

DEPARTMENT OF BUDGET AND FISCAL SERVICES

Continued..

SOURCE OF FUNDS

Liquor Commission Fund	2,313,153	2,750,242	2,761,744	0	2,761,744
TOTAL	\$ 14,989,822	\$ 16,782,131	\$ 16,743,643	\$ 0	\$ 16,743,643

DEPARTMENT OF BUDGET AND FISCAL SERVICES
Administration Program

Program Description

This program provides department-wide leadership and coordination to activities. It also is responsible for City-wide risk management concerns and administers the Premium Conversion and the Deferred Compensation Plans.

Program Highlights

The Administration program budget is \$617,970 which reflects a decrease of 4.0 percent from the current fiscal year. This decrease is primarily due to decreased funding for vacant positions.

The increase in position count reflects the transfer of one position from the Accounting and Fiscal Services Division.

Program Positions

	ACTUAL FY 2002	BUDGET FY 2003	PROPOSED FISCAL YEAR 2004		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
Permanent Positions	11.00	12.00	13.00	0.00	13.00
Temporary Positions	0.00	0.00	0.00	0.00	0.00
Contract Positions	1.00	0.00	0.00	0.00	0.00
TOTAL	12.00	12.00	13.00	0.00	13.00

Character of Expenditures

	ACTUAL FY 2002	BUDGET FY 2003	PROPOSED FISCAL YEAR 2004		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
Salaries and Wages	\$ 623,330	\$ 605,106	\$ 587,510	\$ 0	\$ 587,510
Current Expenses	15,112	38,651	30,460	0	30,460
Equipment	0	0	0	0	0
TOTAL	\$ 638,442	\$ 643,757	\$ 617,970	\$ 0	\$ 617,970

DEPARTMENT OF BUDGET AND FISCAL SERVICES
Administration Program

Source of Funds

	ACTUAL FY 2002	BUDGET FY 2003	PROPOSED FISCAL YEAR 2004		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
General Fund	\$ 638,442	\$ 643,757	\$ 617,970	\$ 0	\$ 617,970
TOTAL	\$ 638,442	\$ 643,757	\$ 617,970	\$ 0	\$ 617,970

DEPARTMENT OF BUDGET AND FISCAL SERVICES
Accounting & Fiscal Services Program

Program Description

This program is responsible for managing City funds and reviewing the manner in which public funds are received and expended. To accomplish these responsibilities, it prepares financial statements, administers the central preparation of payroll, and insures that expenditures are in accordance with the City's budget ordinances and allotment schedules.

Program Highlights

The Accounting and Fiscal Services Program budget is \$4,005,780, which reflects a decrease of 0.3 percent from the current fiscal year. The decrease in position count reflects the transfer of one position to the Administration activity.

Output Measures

DESCRIPTION	UNIT	ACTUAL FY 2002	ESTIMATED	
			FY 2003	FY 2004
Purchase orders and requisitions processed	#	41,500	44,000	44,000
Claims vouchers processed	#	21,200	22,000	22,000

Program Positions

	ACTUAL FY 2002	BUDGET FY 2003	PROPOSED FISCAL YEAR 2004		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
Permanent Positions	82.00	86.00	86.00	0.00	86.00
Temporary Positions	4.00	0.00	0.00	0.00	0.00
Contract Positions	2.00	4.00	3.00	0.00	3.00
TOTAL	88.00	90.00	89.00	0.00	89.00

Character of Expenditures

	ACTUAL FY 2002	BUDGET FY 2003	PROPOSED FISCAL YEAR 2004		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
Salaries and Wages	\$ 3,495,999	\$ 3,802,709	\$ 3,848,972	\$ 0	\$ 3,848,972
Current Expenses	248,282	190,849	156,808	0	156,808
Equipment	0	0	0	0	0
TOTAL	\$ 3,744,281	\$ 3,993,558	\$ 4,005,780	\$ 0	\$ 4,005,780

DEPARTMENT OF BUDGET AND FISCAL SERVICES
Accounting & Fiscal Services Program

Source of Funds

	ACTUAL FY 2002	BUDGET FY 2003	PROPOSED FISCAL YEAR 2004		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
General Fund	\$ 3,097,392	\$ 3,174,307	\$ 3,146,135	\$ 0	\$ 3,146,135
Sewer Fund	198,212	231,283	219,682	0	219,682
Refuse Genl Operating Acct -SWSF	0	0	38,164	0	38,164
Community Development Fund	0	81,608	84,008	0	84,008
Special Events Fund	110,346	111,362	93,780	0	93,780
Federal Grants Fund	231,244	266,112	285,543	0	285,543
Housing & Comm Dev Sec 8 Fund	107,087	128,886	138,468	0	138,468
TOTAL	\$ 3,744,281	\$ 3,993,558	\$ 4,005,780	\$ 0	\$ 4,005,780

DEPARTMENT OF BUDGET AND FISCAL SERVICES

Internal Control Program

Program Description

Internal Control is a professional objective activity established within the Department of Budget and Fiscal Services to examine and evaluate financial activities as a service to the City. This activity audits, reviews, monitors and evaluates the controls and processes for recording financial transactions and safeguarding City assets and recommends practical changes and economical improvements to management. The function strives to adhere to the Standards for the Professional Practice of Internal Auditing.

Program Highlights

The Internal Control Program budget is \$345,012 which reflects a decrease of 8.1 percent from the current fiscal year. This decrease is primarily due to decreased funding for vacant positions.

Output Measures

DESCRIPTION	UNIT	ACTUAL	ESTIMATED	
		FY 2002	FY 2003	FY 2004
Audits, reviews, evaluations, and analyses		45	45	45

Program Positions

	ACTUAL FY 2002	BUDGET FY 2003	PROPOSED FISCAL YEAR 2004		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
Permanent Positions	7.00	7.00	7.00	0.00	7.00
Temporary Positions	0.00	0.00	0.00	0.00	0.00
Contract Positions	0.00	0.00	0.00	0.00	0.00
TOTAL	7.00	7.00	7.00	0.00	7.00

Character of Expenditures

	ACTUAL FY 2002	BUDGET FY 2003	PROPOSED FISCAL YEAR 2004		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
Salaries and Wages	\$ 357,194	\$ 367,500	\$ 337,032	\$ 0	\$ 337,032
Current Expenses	4,899	7,980	7,980	0	7,980
Equipment	0	0	0	0	0
TOTAL	\$ 362,093	\$ 375,480	\$ 345,012	\$ 0	\$ 345,012

DEPARTMENT OF BUDGET AND FISCAL SERVICES
Internal Control Program

Source of Funds

	ACTUAL FY 2002	BUDGET FY 2003	PROPOSED FISCAL YEAR 2004		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
General Fund	\$ 362,093	\$ 375,480	\$ 345,012	\$ 0	\$ 345,012
TOTAL	\$ 362,093	\$ 375,480	\$ 345,012	\$ 0	\$ 345,012

DEPARTMENT OF BUDGET AND FISCAL SERVICES
Purchasing & General Services Program

Program Description

This program is responsible for procuring all materials, supplies, equipment, and services for City departments and agencies; processing construction, consultant, and personal services contracts; maintaining inventory of all City personal property; exchange, disposal, sale, or transfer of surplus equipment; and managing City-owned real property not utilized by other departments.

Program Highlights

The Purchasing and General Services Program budget is \$1,363,497, which reflects a 1.7 percent increase over the current fiscal year. The increase of one position reflects the transfer of one position from the Department of Facility Maintenance to provide relocation assistance to property owners who may be displaced by City action.

Output Measures

DESCRIPTION	UNIT	ACTUAL	ESTIMATED	
		FY 2002	FY 2003	FY 2004
Purchase Orders Processed	#	62,000	63,000	64,000
Purchase Requisitions Processed	#	1267	1600	1700
Personal + Consultant Contracts	#	597	600	600

Program Positions

	ACTUAL FY 2002	BUDGET FY 2003	PROPOSED FISCAL YEAR 2004		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
Permanent Positions	28.00	27.00	28.00	0.00	28.00
Temporary Positions	0.00	0.00	0.00	0.00	0.00
Contract Positions	0.00	0.00	0.00	0.00	0.00
TOTAL	28.00	27.00	28.00	0.00	28.00

Character of Expenditures

	ACTUAL FY 2002	BUDGET FY 2003	PROPOSED FISCAL YEAR 2004		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
Salaries and Wages	\$ 1,101,351	\$ 1,250,750	\$ 1,281,316	\$ 0	\$ 1,281,316
Current Expenses	51,543	90,131	82,181	0	82,181
Equipment	202	0	0	0	0
TOTAL	\$ 1,153,096	\$ 1,340,881	\$ 1,363,497	\$ 0	\$ 1,363,497

DEPARTMENT OF BUDGET AND FISCAL SERVICES
Purchasing & General Services Program

Source of Funds

	ACTUAL FY 2002	BUDGET FY 2003	PROPOSED FISCAL YEAR 2004		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
General Fund	\$ 1,153,096	\$ 1,340,881	\$ 1,363,497	\$ 0	\$ 1,363,497
TOTAL	\$ 1,153,096	\$ 1,340,881	\$ 1,363,497	\$ 0	\$ 1,363,497

DEPARTMENT OF BUDGET AND FISCAL SERVICES
Treasury Program

Program Description

This program administers the treasury management program, general collections program, real property tax collection and tax relief programs, and special assessment programs.

Program Highlights

The Treasury Program budget of \$1,587,530 reflects a decrease of 5.1 percent from the current fiscal year. This decrease is primarily due to decreased funding for vacant positions.

Output Measures

DESCRIPTION	UNIT	ACTUAL FY 2002	ESTIMATED	
			FY 2003	FY 2004
Delinquent Real Property Tax				
Accounts	#	5,267	5,000	5,000
Delinquent Real Property Tax				
Amounts	MILLION	\$5.2	\$5.0	\$5.0
Delinquent Real Property Tax	%	1.41%	1.50%	1.50%
Delinquent Improvement District				
Assessment	%	2.80%	2.00%	2.00%
Delinquent Refuse Receivables	%	1.70%	1.00%	1.00%
Delinquent Sewer Receivables	%	0.08%	0.08%	0.08%
ADMINISTRATION:				
Sale of Bonds:				
General Obligation	#	1	1	1
Others	#	2	2	4
Redemption of Matured Bonds	#	365	150	150
Redemption of Matured Coupons	#	965	150	60
CASH AND DEBT MANAGEMENT:				
Agency Deposits	#	18,348	18,400	18,400
Checks Issued	#	159,755	159,600	159,000
Checks Cleared	#	161,334	161,200	161,000
Dishonored Checks Returned by				
Banks	#	3,598	3,600	3,600

DEPARTMENT OF BUDGET AND FISCAL SERVICES
Treasury Program

OUTPUT MEASURES

DESCRIPTION	UNIT	ACTUAL FY 2002	ESTIMATED	
			FY 2003	FY 2004
Refunds and Debit Memos				
Debit Memos Processed	#	492	500	500
Cash Transfer and Adjustment				
Vouchers Processed	#	2,284	2,300	2,300
ACCOUNTS RECEIVABLE:				
Billings				
Refuse service charges	#	14,119	14,200	14,200
Sewer service charges	#	3,476	3,500	3,500
Other charges	#	182	180	180
Collections				
Refuse services	#	11,148	11,200	11,200
Sewer services	#	3,319	3,400	3,500
Other services	#	282	290	290
Improvement Districts in Force	#	18	19	20
Accounts in Force	#	751	660	1,300
Delinquent Billings	#	423	390	650
City-Initiated Districts - New	#	---	---	---
Waikiki Business Imp. Dist.	#	---	4,700	4,700
Fort St. Mall Business Imp. Dist	#	---	18	18
Real Property Tax Billings	#	474,040	475,000	477,000
Real Prop. Tax Coll. Processed	#	241,675	243,000	244,000

Program Positions

	ACTUAL FY 2002	BUDGET FY 2003	PROPOSED FISCAL YEAR 2004		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
Permanent Positions	32.00	32.00	32.00	0.00	32.00
Temporary Positions	0.00	0.00	0.00	0.00	0.00
Contract Positions	0.00	0.00	0.00	0.00	0.00
TOTAL	32.00	32.00	32.00	0.00	32.00

Character of Expenditures

	ACTUAL FY 2002	BUDGET FY 2003	PROPOSED FISCAL YEAR 2004		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
Salaries and Wages	\$ 1,051,088	\$ 1,268,342	\$ 1,144,638	\$ 0	\$ 1,144,638
Current Expenses	403,415	404,324	442,892	0	442,892
Equipment	14,518	0	0	0	0
TOTAL	\$ 1,469,021	\$ 1,672,666	\$ 1,587,530	\$ 0	\$ 1,587,530

DEPARTMENT OF BUDGET AND FISCAL SERVICES
Treasury Program
Continued..

Source of Funds

	ACTUAL FY 2002	BUDGET FY 2003	PROPOSED FISCAL YEAR 2004		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
General Fund	\$ 1,464,521	\$ 1,654,666	\$ 1,569,530	\$ 0	\$ 1,569,530
Sewer Fund	900	1,200	1,200	0	1,200
Refuse Genl Operating Acct -SWSF	3,600	4,800	4,800	0	4,800
Housing & Comm Dev Sec 8 Fund	0	12,000	12,000	0	12,000
TOTAL	\$ 1,469,021	\$ 1,672,666	\$ 1,587,530	\$ 0	\$ 1,587,530

DEPARTMENT OF BUDGET AND FISCAL SERVICES
Real Property Program

Program Description

This program annually identifies, evaluates, and assesses all real property within the City and County of Honolulu.

Program Highlights

The Real Property Program budget is \$4,188,291, which reflects an increase of 0.2 percent over the current fiscal year. The decrease in position count reflects the correction of an error in fiscal year 2003 position count.

Output Measures

DESCRIPTION	UNIT	ACTUAL	ESTIMATED	
		FY 2002	FY 2003	FY 2004
Appeals pending end of FY	#	1,900	2,000	1,500
Appeals filed	#	2,483	4,700	2,500
Assessment parcels	#	260,652	261,500	263,000
Building inspections	#	14,500	15,000	15,000
Exemptions processed	#	16,000	25,000	30,000
Counter service	#	10,867	10,000	10,000
Land map drafting (parcels)	#	5,877	5,000	5,000
Total Documents:				
Parcels affected	#	32,292	40,000	40,000
Abstracted	#	28,383	25,000	25,000

Program Positions

	ACTUAL FY 2002	BUDGET FY 2003	PROPOSED FISCAL YEAR 2004		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
Permanent Positions	107.00	111.00	107.00	0.00	107.00
Temporary Positions	0.00	0.00	0.00	0.00	0.00
Contract Positions	0.00	0.00	0.00	0.00	0.00
TOTAL	107.00	111.00	107.00	0.00	107.00

Character of Expenditures

	ACTUAL FY 2002	BUDGET FY 2003	PROPOSED FISCAL YEAR 2004		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
Salaries and Wages	\$ 3,345,265	\$ 3,749,911	\$ 3,789,200	\$ 0	\$ 3,789,200
Current Expenses	478,758	445,653	399,091	0	399,091
Equipment	34,161	0	0	0	0
TOTAL	\$ 3,858,184	\$ 4,195,564	\$ 4,188,291	\$ 0	\$ 4,188,291

DEPARTMENT OF BUDGET AND FISCAL SERVICES
Real Property Program

Source of Funds

	ACTUAL FY 2002	BUDGET FY 2003	PROPOSED FISCAL YEAR 2004		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
General Fund	\$ 3,858,184	\$ 4,195,564	\$ 4,188,291	\$ 0	\$ 4,188,291
TOTAL	\$ 3,858,184	\$ 4,195,564	\$ 4,188,291	\$ 0	\$ 4,188,291

DEPARTMENT OF BUDGET AND FISCAL SERVICES
Liquor Commission Program

Program Description

The Liquor Commission controls, regulates, and supervises the manufacture, importation and sale of intoxicating liquor through inspections, enforcement, licensing, registration and education.

Program Highlights

The Liquor Commission Program budget is \$2,761,744, which reflects an increase of 0.4 percent over the current fiscal year.

Output Measures

DESCRIPTION	UNIT	ACTUAL	ESTIMATED	
		FY 2002	FY 2003	FY 2004
Liquor licenses	#	1,417	1,350	1,400
Violations	#	308	350	350

Program Positions

	ACTUAL FY 2002	BUDGET FY 2003	PROPOSED FISCAL YEAR 2004		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
Permanent Positions	50.00	50.00	50.00	0.00	50.00
Temporary Positions	0.00	0.00	0.00	0.00	0.00
Contract Positions	1.00	1.00	1.00	0.00	1.00
TOTAL	51.00	51.00	51.00	0.00	51.00

Character of Expenditures

	ACTUAL FY 2002	BUDGET FY 2003	PROPOSED FISCAL YEAR 2004		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
Salaries and Wages	\$ 1,611,300	\$ 1,897,492	\$ 1,783,594	\$ 0	\$ 1,783,594
Current Expenses	682,451	783,050	910,950	0	910,950
Equipment	19,402	69,700	67,200	0	67,200
TOTAL	\$ 2,313,153	\$ 2,750,242	\$ 2,761,744	\$ 0	\$ 2,761,744

DEPARTMENT OF BUDGET AND FISCAL SERVICES
Liquor Commission Program

Source of Funds

	ACTUAL FY 2002	BUDGET FY 2003	PROPOSED FISCAL YEAR 2004		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
Liquor Commission Fund	\$ 2,313,153	\$ 2,750,242	\$ 2,761,744	\$ 0	\$ 2,761,744
TOTAL	\$ 2,313,153	\$ 2,750,242	\$ 2,761,744	\$ 0	\$ 2,761,744

DEPARTMENT OF BUDGET AND FISCAL SERVICES
Budgetary Administration Program

Program Description

This program provides centralized budgetary services which includes the preparation and administration of the annual operating budget. It formulates and administers budgetary policies consistent with Administration's objectives. It also evaluates the effectiveness of individual program activities in achieving its goals and mandates as well as provides organizational review and budgetary review of city programs and activities.

Program Highlights

The Budgetary Administration Program budget of \$695,006 reflects a decrease of 0.1 percent from the current fiscal year and provides for the current level of services.

Output Measures

DESCRIPTION	UNIT	ACTUAL FY 2002	ESTIMATED	
			FY 2003	FY 2004
Position-related Actions Reviewed	#	564	600	600
Personal Svcs Contracts Reviewed	#	392	400	400
Independent Services Contracts Reviewed		163	165	165
Appropriation and Allotment Vouchers Reviewed	#	256	250	250
Reorganization Proposals Reviewed	#	3	10	10
Resolutions and Reports Reviewed and Prepared for Submittal to the City Council		224	225	225
Other Requests Reviewed & Analyzed	#	218	220	220

Program Positions

	ACTUAL FY 2002	BUDGET FY 2003	PROPOSED FISCAL YEAR 2004		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
Permanent Positions	12.00	12.00	12.00	0.00	12.00
Temporary Positions	0.00	0.00	0.00	0.00	0.00
Contract Positions	0.00	0.00	0.00	0.00	0.00
TOTAL	12.00	12.00	12.00	0.00	12.00

Character of Expenditures

	ACTUAL FY 2002	BUDGET FY 2003	PROPOSED FISCAL YEAR 2004		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
Salaries and Wages	\$ 629,672	\$ 637,426	\$ 661,556	\$ 0	\$ 661,556
Current Expenses	49,593	58,140	33,450	0	33,450
Equipment	1,777	0	0	0	0
TOTAL	\$ 681,042	\$ 695,566	\$ 695,006	\$ 0	\$ 695,006

DEPARTMENT OF BUDGET AND FISCAL SERVICES
Budgetary Administration Program

Source of Funds

	ACTUAL FY 2002	BUDGET FY 2003	PROPOSED FISCAL YEAR 2004		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
General Fund	\$ 681,042	\$ 695,566	\$ 695,006	\$ 0	\$ 695,006
TOTAL	\$ 681,042	\$ 695,566	\$ 695,006	\$ 0	\$ 695,006

DEPARTMENT OF BUDGET AND FISCAL SERVICES
Fiscal/CIP Administration Program

Program Description

This program is responsible for overseeing citywide financial planning and analysis, the formulation, review, preparation and implementation of the annual Capital Program and Budget and administers the U.S. Department of Housing and Urban Development's Community Development Block Grant, HOME Investment Partnerships, and Emergency Shelter Grant programs to insure proper program management, timely completion of projects and continued compliance with program mandates.

Program Highlights

The Fiscal/CIP Administration Program budget is \$1,178,813, which reflects an increase of 5.8 percent over the current fiscal year. The increase in position count reflects an addition of a three-month contract to assist with the seasonal workload increase.

Output Measures

DESCRIPTION	UNIT	ACTUAL FY 2002	ESTIMATED	
			FY 2003	FY 2004
Independent Services Contracts Processed	#	255	300	300
Appropriation and Allotment Vouchers Processed	#	685	650	650
Applications for HUD funds Processed	#	73	70	70
Audit of subrecipients	#	3	10	20

Program Positions

	ACTUAL FY 2002	BUDGET FY 2003	PROPOSED FISCAL YEAR 2004		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
Permanent Positions	16.00	16.00	16.00	0.00	16.00
Temporary Positions	0.00	0.00	0.00	0.00	0.00
Contract Positions	0.00	0.00	0.25	0.00	0.25
TOTAL	16.00	16.00	16.25	0.00	16.25

Character of Expenditures

	ACTUAL FY 2002	BUDGET FY 2003	PROPOSED FISCAL YEAR 2004		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
Salaries and Wages	\$ 746,758	\$ 816,613	\$ 886,424	\$ 0	\$ 886,424
Current Expenses	19,068	291,304	274,389	0	274,389
Equipment	4,684	6,500	18,000	0	18,000
TOTAL	\$ 770,510	\$ 1,114,417	\$ 1,178,813	\$ 0	\$ 1,178,813

DEPARTMENT OF BUDGET AND FISCAL SERVICES
Fiscal/CIP Administration Program

Source of Funds

	ACTUAL FY 2002	BUDGET FY 2003	PROPOSED FISCAL YEAR 2004		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
Community Development Fund	\$ 348,834	\$ 635,649	\$ 641,921	\$ 0	\$ 641,921
General Fund	421,676	408,768	466,892	0	466,892
Federal Grants Fund	0	70,000	70,000	0	70,000
TOTAL	\$ 770,510	\$ 1,114,417	\$ 1,178,813	\$ 0	\$ 1,178,813